**Jelimo**

Email: [jelimo.383762@2freemail.com](mailto:jelimo.383762@2freemail.com)

**PERSONAL DETAILS**

Nationality : Kenyan

Civil Status : Single

Gender : Female

Visa Status : Visit Visa

**POST APPLIED FOR:WAITRESS**

**OBJECTIVES**

I do Posses excellent interpersonal, communication and negotiation skills, the ability to develop, maintain mutually beneficial internal and external relationships. Diligent in employing the already acquired skills, and experience gained, to achieve the best at work. I am looking forward to building on extensive range of practical skills within a suitably challenging role. To serve to the best of my ability with a clearly defined mission with utmost and just professional practice and ethics

**WORK EXPERIENCES**

**COMPANY :ASIS HOTEL KENYA**

**PERIOD : JANUARY2017- 2017 DECEMBER**

**POSITION : WAITRESS**

**DUTIES AND RESPONSIBILITIES**

* Welcoming on-site guests, determine nature of business, and announces guest to appropriate personnel.
* Answering incoming telephone calls, determining purpose of callers, and forwarding calls to appropriate personnel or department.
* Taking and delivering messages or transferring calls to voicemail when appropriate personnel are unavailable.
* Scheduling conference rooms.
* Assist administrative assistants with clerical duties to include faxing, copying, and organizing/maintaining files.
* Coordinate with vendors and services they provide.
* Answering questions about organization and provides callers with address, directions, and other information requested.
* Receiving and forwarding incoming faxes.

**COMPANY : ATURKAN HOTEL**

**PERIOD : JANUARY 2016-DECEMBER 2016**

**POSITION : OFFICE ADMINISTATOR**

**DUTIES AND RESPONSIBILITIES**

* Meet and greet all walk-in guests and ensure administrative work undertaken complies with quality standards in accordance with department procedures, standards and policy.
* Organize, maintain and update of administrative material, mails and equipments on a daily basis to the appropriate department related functions and corporate events.
* Record transactional data in appropriate systems and produce reports as required.
* Collect, analyze, archive and retrieve data / information when necessary
* Responsible for handling customer feedback, queries, complaints and request to provide a high level of service with admin related queries however also obtaining and disseminating the query to relevant departments if they are not around
* Assist in maintaining, issuing and tracking supplies, basic fixtures, fittings, and facilities used to ensure safe operation where applicable.

**EDUCATION BACKGROUD**

OUR LADY OF VICTORY Education School(2008-2011)

NDULELE PRIMARY 1998-2007

**LANGUAGES**

* English
* Kiswahili

**REFEREES: Available on request**

**DECLARATION**

I Jelimo here with a sober and sound mind to declare the above information to you, is the best of my knowledge.